

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: Ministry of Education		
2. Position Title: Executive Assistant	3. Salary Level: 13-12/11-10	4. Division: HQ
5. Reports To: Secretary/OIC	6. Direct Reports: Secretary/OIC	
7. Primary Objective of the Position: To provide a high-level administrative services to the HM and Secretary/OIC and to support their roles under oath to enhance the Ministry's goals in line with Government policies and manifesto		

8. Position Overview		
9. Financial: Nil	10. Legal: NCS, Education act, Procurement act	
11. Internal Stakeholders: <ul style="list-style-type: none"> Executives: HM and Secretary/OIC MOE all staff To be referred to Manager: <ul style="list-style-type: none"> Extraction of Cabinet minutes and staff CPF Releasing of HM and Sec/OIC details to customers Confirmation and booking of HM and Sec/OIC daily schedule Disseminating of information 	12. External Stakeholders: <ul style="list-style-type: none"> HM's customers Representatives from development partners Community leaders Fellow EAs Without referred to Manager: <ul style="list-style-type: none"> Confirmed bookings Travelling arrangements and logistics Protocol and quality services to HM and Sec Filing of confidential information i.e Cabinet papers, Cabinet minutes, PSC submissions, instruments etc. 	
13. KEY ACCOUNTABILITIES <i>(Include linkage to KDP, MOP and Divisional Plan)</i>		
<ul style="list-style-type: none"> <i>KDP/KPA: KPA 1</i> <i>MOP Outcome:</i> <i>Divisional/Departmental/Unit Plan:</i> 		
Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes

This is position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. It is an expectation that you may be required to perform additional duties as required.

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Profession secretarial services (to the Minister, Secretary/ OIC)	Screening and dissemination of files to HM, Secretary/OIC	Efficient and accurately appropriate selection of issues to the executives concern
	Arrange for and provide protocol services to the Minister, Secretary/OIC and his or her clients	All protocol services are properly arranged and executed promptly
	Accompany HM and Sec/OIC to meetings and to be able to record minutes	As required by HM and Secretary/OIC
Coordinate and manage HM and Sec/OIC schedule or traveling	Update daily agendas and ensure that important events are attended by the HM and Sec/OIC	Executive meetings, MOE's events, or any other functions the HM and Sec/OIC are invited to
	Ensure that HM and Sec/OIC transport is kept clean by the chauffer and are regularly service by automotive companies.	Daily clean and maintenance is regular
	Arrange travelling logistics for HM and Secretary/OIC	Tickets, DSAs, reservations are well arranged
Perform high quality of customer service	Greet visitors and determine whether they should be given access to HM and Sec/OIC	Required daily
	Act as a gate keeper deciding which messages and visitors or callers need to go directly HM/Sec/OIC	All incoming messages and visitors are well managed in a customer friendly manner
	Note and file complaints or requests lodge by external customers	All complaints should be noted and kept for follow ups
Monitoring and filing of all documents with special attention to any highly classified and confidential documents	All PSC submissions	Receive submissions and submit paper to Sec for approval.

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		Despatch submission to PSC on a timely basis
	Filing of Cabinet papers	
	Update and open files for confidential issues	CPFs and other appropriate files
General administrative and registry services	Assist the Secretary/OIC in distributing parliament oral questions, written questions, and motions to secretary and Senior Officials	
	Perform other general office duties such as ordering HM and Sec/OIC supplies (diaries, pens etc),	

14. Key Challenges	15. Selection Criteria
<p>The challenges associated with the Executive assistant are;</p> <ul style="list-style-type: none"> • Aggressive customers demanding a meeting with the Honorable Minister and Sec/OIC • Working after house during parliament house and other events attended by HM and Sec/OIC • Short noticed travels for HM and Sec/OIC which need logistics • Demands from the HM's constituency 	<p>15.1 PQR (Position Qualification Requirement):</p> <p>Minimum Education Qualification: University Diploma in any recognised University/ Form 5 certificate with a business secretarial certificate plus three year registry work</p> <p>Experience: 3-year registry work</p> <p>Job Training:</p> <p>15.2 Key Attributes (Personal Qualities):</p> <ul style="list-style-type: none"> • Knowledge: <ul style="list-style-type: none"> ○ Fluent in Kiribati and English language ○ Microsoft excel and word ○ Knowledge for emails and technologies • Skills: <ul style="list-style-type: none"> ○ Teamwork and time management skills ○ Good level oral and written skills in English and Kiribati ○ Good interpersonal skills

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	<ul style="list-style-type: none">• Attributes:<ul style="list-style-type: none">○ Honest○ Smart○ Social
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